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**Sales Assistant**

**Day shift, Full-time 37.5 Hours a week**

**Salary: Depending on Experience**

We are looking for our next star to join our fabulous team! Permali is going through an exciting period of growth and as a result we are looking to expand our current workforce.

Do you have what it takes to become a part of the family?

The Sales Assistant is primarily responsible for supporting the sales and marketing department with a wide range of administrative tasks.

Key responsibilities will include maintaining The Company MRP and CRM information systems, managing the switchboard and fielding telephone calls, carrying out telesales/telemarketing initiatives, and covering the Office Administrator role at various times. The role requires strong computer skills and the enthusiastic and expedient delivery of high standards of customer service levels which meet or exceed customer expectations.

What we are looking for:

* Good experience in a sales / marketing / customer service administration type role
* Experience of manufacturing / engineering / composites / polymers advantageous but not essential
* Excellent computer skills, with working experience of using the MS Office suite, with a desire to learn new software packages.
* Ability to work alone and as part of a team.
* Excellent communication skills - written and verbal. Ability to communicate information, whether technical or non-technical to team members and customers in a clear and concise manner
* Good organisational skills and a strong work ethic.
* An ambition to succeed, develop professional skills, and make a positive impact.
* Ability to work under pressure, be proactive, inquisitive, quick to learn, well organised and capable of multi-tasking.
* A conscientious character who will always work in the best interests of The Company

If you are interested in applying for the vacancy, please forward on a CV and a covering letter to Magdalena Oleszczak at jobs@permali.co.uk